

PROPERTY CONTROLLER I, CORRECTIONAL FACILITY

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: February 4-6, 2002

Collective Bargaining Identification: R04

Job Analysis Conducted By: Marian Dilley, SSM I, Job Analysis Unit
Fred Freeman, SSA, Job Analysis Unit

Number of Incumbents: There are 27 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated December 31, 2002

Names of the Subject Matter Expert(s) and their background:

WILLIE QUESADA, PROPERTY CONTROLLER II—CORRECTIONAL FACILITY, NORTH KERN STATE PRISON

Willie has worked for CDC for a total of five years as a Property Controller II, CF at North Kern State Prison. He also has five years of experience as a Property Controller II, working for Camarillo State Hospital.

ALICIA HAYWORD, PROCUREMENT SERVICES OFFICER II, CSP-CORCORAN

Alicia currently works as a Procurement Services Officer II at Corcoran State Prison supervising the Property Controller II, CF. She worked at Deuel Vocational Institution as a Property Controller II for a period of five years (prior to the establishment of the Property Controller II, CF classification established in 4/1990). Alicia has been with CDC for a total of 21 years. In addition, she served three years as a Property Controller I with Employment Development Department.

ROBERT NEUSCHMID, PROCUREMENT SERVICES OFFICER II, MULE CREEK STATE PRISON

Robert currently works as a Procurement Services Officer II supervising the Property Controller II, CF at Mule Creek State Prison. He has been in this position for over three years. He has been with CDC for a total of 15 years.

MARK RAZO, PROPERTY CONTROLLER II—CORRECTIONAL FACILITY, IRONWOOD STATE PRISON

Mark currently works as a Property Controller II, CF at Ironwood State Prison and has been in this position for two years. He has been with CDC for a total of eight years.

**EDDIE JORDAN, PROPERTY CONTROLLER II—CORRECTIONAL FACILITY,
CENTINELA STATE PRISON**

Eddie currently works as a Property Controller II, CF at Centinela State Prison and has been in this position for two years. He has been with CDC for a total of nine years.

PROPERTY CONTROLLER I, CORRECTIONAL FACILITY INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification—Property Controller I, Correctional Facility
- O-NET CENTER Website for Procurement Clerk
- State of Vermont Job Specifications—Surplus Property Programs Assistant and Storekeeper A
- Duty Statement—Property Controller I, Correctional Facility

Other sources were viewed for information (e.g. Exam History File, Personnel Operation Class File); however, the information was not relevant to the job analysis and therefore not included.